

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Deputy Director for Administration
Administrative Officer, DCI

25X1 FROM: [REDACTED]
Director of Security

SUBJECT: Request for Approval to Incur Expenses
Under Headquarters Regulation [REDACTED]

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STAT 1. Approval is requested to incur expenses allowed under
Headquarters Regulation [REDACTED] (U)

25X1 2. I believe the expenditure of appropriated funds is
authorized under [REDACTED] for the costs for
coffee, donuts, and a reception in the Executive Dining Room
associated with a planned Industrial Security Seminar scheduled
to take place on 20 and 21 May 1982. The Director of Security
is sponsoring this seminar in an effort to enhance the implementa-
tion of DCI security policy at major Agency contracting facilities.
Participants in the seminar are limited to selected principal
security officers employed by these contractors. (U)

3. Designated Agency officials invited to participate and
other Agency employees taking part in the planned seminar include
the Director of Security; the Office of Logistics Security Staff;
the Office of Development and Engineering Security Staff; the
Chiefs of Clearance Division, Polygraph Division, and Physical
Security Division of the Office of Security; and the members of
the Industrial Security Branch. Invited to participate in the
cocktail reception in the Executive Dining Room are the Director
of Central Intelligence, Deputy Director of Central Intelligence,
the Executive Director, the Deputy Director for Administration,
and the Director of Logistics. (U)

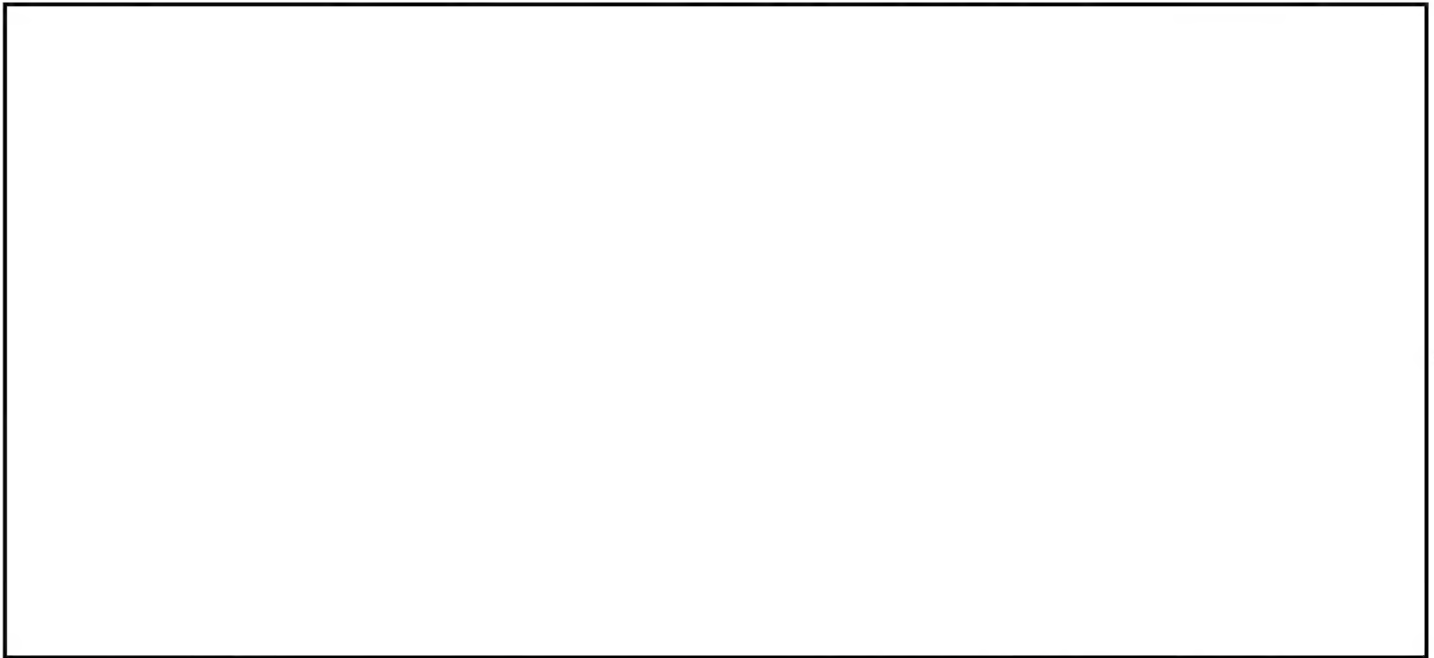
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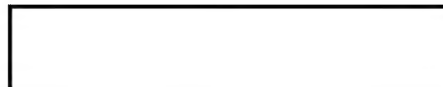
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5. I certify that the attendance of the individuals listed in paragraph 4 has been requested and is considered essential to the conduct of official Government business, and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities. (U)

6. Approval is being requested to cover the full costs for coffee and donuts during the 2-day seminar. Additional approval is requested to cover the reception costs only for the guests from industry. The estimated total cost is approximately \$350.00. (U)



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SUBJECT: Request for Approval to Incur Expenses
Under Headquarters Regulation

CONCUR:

Deputy Director for Administration

Date

Executive Director

Date

I certify the availability of funds in the amount indicated
in paragraph 6.

Administrative Officer, DCI

Date

APPROVED:

Deputy Director of Central Intelligence

Date

Distribution:

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